

Collection Development Policy

Pursuant to Utah State Code 9-7-404(2)(b) stating: "The board shall establish policies for its [the Library's] operation" and Cedar City Ordinance 22-7(1), the Library Board, with a quorum present, in a regular and public meeting held on the 20th day of April, 2004, hereby adopts the following *Collection Development Policy*.

I. INTRODUCTION

The Cedar City Library in the Park, also known as the Cedar City Public Library (hereinafter "Library") promotes the freedom to read by making available an eclectic, cosmopolitan collection, within the limitations of budget and space. The value and impact of any material is examined as a whole, and not on isolated words, phrases, or incidents. The Library therefore establishes the following policy for selection of materials for the library collection.

II. MISSION STATEMENT

The Cedar City Public Library will provide prompt and friendly customer service to all patrons and potential patrons while realizing the commitment to collect and dispense information. As a center for recreational reading, community research, and public service, the Library serves as a source of self-education and personal enrichment.

The Cedar City Public Library Board (hereinafter "Board") defines the Library's roles as a center for recreational reading, community research, and public service.

III. COMMUNITY

Primary funding for the Library is allocated from the general fund of Cedar City Corporation. The Library is also funded from the county library fund as allocated by the Iron County Commission. The library recognizes as its primary clientele the citizens of Iron County. Library service is extended to residents of Iron County and citizens of New Harmony in Washington County, so long as Washington County reciprocates with free service in New Harmony.

IV. RESPONSIBILITY FOR SELECTION

The final authority for the determination of policy to guide the selection and acquisition of materials is vested in the Board. The Board operates under Chapter 22 of the Cedar City Ordinances, and the Utah Code, Title 9, Chapter 7, Part 4. The Board delegates authority for the selection of library materials to the Library Director (hereinafter "Director") and, at the Director's discretion, the library staff.

V. CRITERIA FOR SELECTION

A. Selectors shall, within budgetary constraints, select materials consistent with Section I of this policy and without regard to the selectors personal attitudes toward the work, author, or subject matter. Selectors shall

attempt to compile adequate, if not extensive, information on a particular subject. Available electronic sources shall be considered as valid resources for the purposes of this policy.

B. Library generally subscribes to the "Library Bill of Rights" (See: <http://www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm>) and the "Freedom to Read Statement" (See: <http://www.ala.org/ala/oif/statementspols/firstatement/freedomreadstatement.htm>). The Library allows the individual to form his or her own opinion on issues, values, and materials accessed (within legal limits and in accordance with applicable portions of this policy), without regard to the users age or perceived maturity.

- B. Selection Criteria: Specific selection criteria may include:
- i. Importance of the subject matter to the collection.
 - ii. The author's significance as a writer and/or reputation.
 - iii. Scarcity of the material on the subject.
 - iv. Timeliness or permanence of the work.
 - v. Availability of the material elsewhere in the area.
 - vi. Literary quality.
 - vii. Format.
 - viii. Authoritativeness.
 - ix. Potential interest to people served.
- C. The library will not knowingly purchase or provide any materials that have, as their primary nature or goal, the arousal or prurient interest of the reader, listener, viewer, or patron.
- D. The Library does not, without compelling reason, seek to duplicate materials that may be available elsewhere in the community. Examples are:
- i. Research or special collections available at Southern Utah University
 - ii. Materials available at the Cedar City Regional Genealogical Library and Family History Center.
 - iii. Textbook needs of students in local schools.
 - iv. Materials published in a foreign language, unless community need dictates.
 - v. Professional materials written only for specialists.
 - vi. Highly specialized reference materials.
- E. Aids in selection:
- i. Recognized reviewing media, including prepublication reviews.
 - ii. Publishers' catalogs.
 - iii. Regular inspection and evaluation of new material.
 - iv. Judgment of Director and staff.
 - v. Suggestions from library patrons. (Special consideration will always be given to library patrons).

VI. POLICIES BY FORMAT OF MATERIAL

Fiction: The Library attempts to include notable classic and popular novels and short stories. Selection is based primarily on the reading interests of the community.

Non-Fiction: The Library aims to have an authoritative, up-to-date circulation non-fiction collection for the general reader in various fields of knowledge.

Young Adult Materials: Young adult materials are selected to meet the information and recreational needs of young adults from ages 12 through 17. Special consideration will be given to award winning.

Children's Materials: Children's materials are selected to meet the information and recreational needs of young people through age 12. Special consideration is given to originality, imagination, graphic design, and suitability of vocabulary, context, and format to the age of the reader. Special consideration will be given to award winning literature.

Reference: Materials purchased will be broad in subject coverage. Selection will be based on reference quality, timeliness, accuracy, authoritativeness, and community needs.

Audiovisual materials: These materials include but are not limited to such items as audio recordings, video recordings, any combination thereof, and realia. These materials are selected based on the various criteria of this section as it relates to other library materials, and needs of the community.

Other formats may include, but are not limited to, pamphlets, maps, newspapers, documents, pictures, posters, periodicals, microforms, paperbacks, large print media, and items for special collections. Other formats will be added to our collection as new technologies and innovations become available and within budgetary constraints.

VII. Gifts

The Library welcomes gifts materials, equipment, or money.

Donors should be offered a release form whenever they give a gift to the Library. (See Appendix, Exhibit 4). All gifts become property of the Library and the Library reserves the right to use them according to its needs. Gifts will be subject to the same criteria as materials suggested for purchase. Unneeded or duplicate items may be sold, discarded, or donated to other institutions or organizations.

Inasmuch as the Library is a party to the gift, the Library will not provide the donor with an evaluation of the monetary value of the gift for tax purposes. Large, rare and valuable donations may be evaluated and appraised by a specialist not affiliated with the Library. Such valuations will be at the donor's expense unless authorized by the Board prior to the valuation.

VIII. MAINTENANCE OF THE COLLECTION

The Library maintains an active policy of discarding outdated material, material no longer in demand, duplicate or surplus material, worn or mutilated material, and material which no longer contributes to the total collection.

Periodicals: Periodicals and acquired indexes will be kept for one (1) year prior to the current calendar year. The Library will not serve as an archive of any periodical by maintaining a continuous run.

IX. PATRON COMPLAINTS AND CHALLENGED MATERIALS

The Library will consider patron objections to materials in its collection only when objections are submitted in writing. Written requests to reconsider a work must include the name of the work, the author, and a description of the offending material and include the name and contact information of the offended party/challenger. Requests shall not exceed one (1) page in length. After review of the material and discussion with appropriate legal counsel, the Director will give a written response within four (4) weeks. Appeals of the Director's decision may be made to the Board within four (4) weeks of the Director's decision. The Board will review the materials and the Director's decision and (1) refuse to consider the appeal; or (2) hear the appeal and render a decision within four (4) weeks.

Criteria for challenge, decision, and/or appeal shall be based on this policy. Challenges to the Director's decision shall be:

- i. Submitted in writing by the challenger and clearly state the reason for the challenge.
- ii. Reviewed in an open and public Board meeting, with a quorum present, where legal counsel (if retained) of both parties is invited to be present.
- iii. Reviewed in a manner that grants to each side equal time.

At no time shall the Board, its members, the Director, nor any member of the staff shall discuss the challenge, either privately or in public, until the matter is resolved.

All determinations of the Board are final.

X. COLLECTION DEVELOPMENT POLICY REVIEW

The Board and Director shall review this policy no less than every three (3) years or as circumstances dictate.

Revised draft: Steve Decker, Library Director, April 2004.

Approved this 20th day of April, 2004 by the Cedar City Library Board.

Douglas G. Bonzo, Chair

Steven D. Decker, Director

Attest:

Shelly Goodwin, Secretary